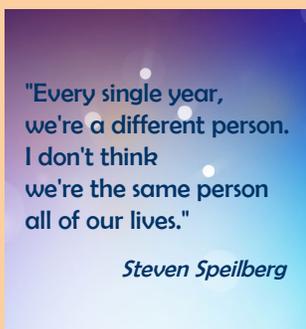
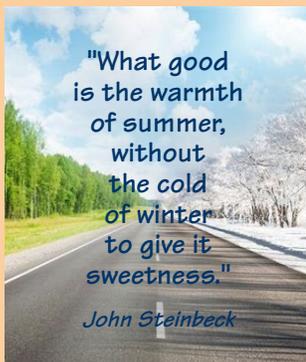




## Welcome New Adult Providers

August 2018

- Nancy Faltas  
Woodbury
- Tuse Ire  
Woodbury
- Rodney LeClaire  
Woodbury
- Chaltu Wodesso  
& Nigussie Felema  
Woodbury



## MONITORING TECHNOLOGY WHAT IS IT AND HOW TO BE IN COMPLIANCE

Camera monitors are everywhere nowadays, in computers, cellphones, and even doorbells. We use them for home security, to watch the dog destroy the couch pillows while we are at work, to video the cat doing anything because they are so cute, or to catch the guy trying to swipe that package of fuzzy socks you bought grandma off the front steps. We tend to just take them for granted. However, there is one place where they can't be used so casually and that is in an adult foster care home. In fact, you should not be using them without consulting with your licenser first. *There are certain steps providers must follow before the use of cameras is allowed.*

(Now the next part of this article is going to get technical and possibly confusing. We have tried to make it as clear as possible but we are people that enjoy reading legal statute so we may not be the best judge.)

Technology which includes not just video cameras but door and window alarms, audio monitors, and sensors worn by the person is what is called monitoring technology. The purpose of monitoring technology should be to keep your residents safe and support their independence. It should not be used for the convenience of the caregiver. In other words you can't turn on the video camera and leave the home when a client needs constant supervision. To use monitoring technology a provider must follow county and state policies and state statutes.

**You may never use a camera in a bathroom and may never use concealed cameras anywhere in the home.** *This rule applies to all residents, whether waiver, non-waiver, or private pay.*

There are two general categories of monitoring technology:

1. Devices that record voice and/or video (cameras or tape recorders, cell phone camera, smart TVs).
2. Devices that don't record (baby monitors, door or window alarms, and motion detectors).

*Any recording (video or audio) must be deleted after five days unless it records an instance of maltreatment. Then it must be saved for no more than 30 days to allow the investigating agency a chance to make a copy.*

The procedure you must follow for using monitoring technology differs depending on the type of resident you are serving: private pay, non-waiver, or waiver.

**You must contact your licenser first** if you are considering using any type of monitoring technology whether your residents are private pay, non-waiver, or waiver.

If you have private pay or non-waiver residents and want to use **non-recording** monitoring technology you will need to follow Washington County's policy. We will ask you the purpose of the device and how it will be used. For example, you may wish to place a device to notify you when a resident who is an elopement risk opens their bedroom door at night. If we approved such a device we would make sure that you have the resident's need for this device documented in the Individual Resident Placement Agreement (IRPA). We would also have you note the use of such a device in the Adult Foster Care Program Plan and the Program Abuse Prevention Plan (PAPP).

Continued from Monitoring Technology on page 1

Another example might be that you want to use a video baby monitor which **does not record** in the lower level of your split level home to monitor your resident who has seizures while you are on the upper level of the home. Again, you first must contact your licensor and describe the resident's need the use of the monitor will address. If such a device were approved you would have to document it in the IRPA, the AFC Program Plan, and the PAPP.

For providers with waiver residents (DD, CAC, BI, CADI, and EW) there is a state policy on the use of monitoring technology usage. *Providers must be in compliance with this policy.* Waivers may pay for some monitoring technology devices. Providers would need to work with the case manager to submit a request for the device through the case manager. *Whether the waiver pays for the device or not, the provider must be in compliance with the state policy.*

*Residents must consent to the use of monitoring technology.* There is a form they or their guardian will have to sign to indicate their consent. You may also have to get consent from other residents if they could be affected by the use of a device such a baby monitor in a living room which would pick up the voices of everyone in the room. *If a resident withdraws consent you must immediately stop using the device.*

For example here is the procedure for a provider with a waiver resident wanting to get a non-recording audio baby monitor for a client who may need some assistance to dress at times in their bedroom. The provider would have to apply to the case manager to see if the waiver would cover the cost of the device.

The provider should also contact their licensor to get approval for the device. The provider will have to make sure that the need for the device is addressed in the individual plan (IRPA) and that the person with assistance of their case manager completes a consent form. The use of the device should also be addressed in the PAPP and AFC Program Plan.

There could also be a time when a provider is using recording video monitoring on the exterior of the home not related to a specific resident need but for home security. Again contact your licensor first. We would have you add the use of the device to the AFC Program Plan and the PAPP. There would also be consent forms which each resident would have to sign. It is the case manager's job to review the consent form with the resident and guardian. You have to keep the consents in the resident's files and delete any recordings after five days.

(Okay, next is the part where we list all the bad things that can happen if you don't follow the county and state policies. Basically, always do what your licensor tells you and never lie to them.)

At relicensing visits we will be asking if you are using any monitoring technology. *You must tell us if you are using anything even just on an occasional basis.* If we ever tell you to immediately stop using a device, **you must comply** or we may issue a correction order. *If a resident ever revokes consent you must immediately stop using the device.*

(Now that wasn't that bad, was it?)

## DHS ISSUES NEW FORMS FOR ADULT FOSTER CARE

All providers should be aware that DHS recently issued some new forms. *Several of these forms are mandatory.* All of these forms are available by contacting your licensor or via the Washington County website:

- [Adult Foster Care Resident Rights](#) (Mandatory)  
This is an expanded list of resident's rights. The first page of this needs to be completed with each box marked off (either checked or initialed) and the form signed. *All providers should have updated all their residents to this form by November 1.* If you have not completed this form with all your residents, you need to do so immediately.
- [Vulnerable Adults Act Summary](#) (Mandatory)  
Must be given with the resident rights listed above.
- [Adult Foster Care Program Plan](#) (Mandatory)  
You will receive the new version at your annual visit. Each section needs to be completed. The form has to be signed by the provider and submitted to the licensor. We will sign and return to you.

- [Individual Abuse Prevention Plan](#) (Mandatory)  
This is a different version than used previously. Unless a provider holds their own 245D license (not contracted) then they must use this form at the next annual meeting for the resident. *This form went into effect September 1, 2018.* All residents who had an annual since September 1 should be using the new version of the form. All new intakes should be using the new version of the form.
- [Foster Care Emergency Escape Plan](#) (Suggested)  
This plan is a modification of the previous floor and escape. You can continue to use your existing version as long as it has all the required information.
- [Grievance Procedures for Adult Foster Care](#) (Suggested)  
You may choose to keep your current policy or adopt this new one. Contact your licensor for a copy of the policy.
- [Foster Care Drug and Alcohol Policy](#) (Suggested)  
You may choose to keep your current policy or adopt this new one. Contact your licensor for a copy of the policy.

## SHHHHH...THAT'S PRIVATE

Remember that any information about residents is private information. Private information includes their name, address, date of birth, Social Security number, diagnosis, financial information, and medications. *You can only share this information with people authorized to have the information such as your substitute caregivers, the guardian, and the case manager.*

Private information can be in written, verbal, or electronic (texts and email) form. If a resident tells you something about themselves that is private information even though you may never write it down. Private information includes photographs of the person. For example, you cannot share their photo on your Facebook page. To release information to others you should have a signed release of information. For a sample of such a form, you can contact your licenser. It is your duty as a licensed provider to protect the information about your resident. Failure to do so can result in a correction order.

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## REMINDER ON MANDATED REPORTER TRAINING

All mandated reporters must have training on the vulnerable adult act every 12 months. The training must cover reporting requirements and definitions, include a review of the license holders program abuse prevention plan as well as the internal reporting policy. The next AFC vulnerable adult training is:

**Tues., March 5 • 10:00 a.m.-1:00 p.m.**  
 Washington County Government Center, 14949 62nd St. N., Stillwater

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## CERTIFICATE OF RENT PAID FOR ADULT FOSTER CARE

All AFC providers serving waiver residents must provide a Certificate of Rent Paid (CRP) to each person who resided in the home in the past year. You must give each current and former resident a CRP by January 31, 2019. Residents need the CRP to apply for the state Homestead Credit Refund (for Homeowners) and Renter's Property Tax Refund ("renter's refund").

Do not issue a CRP to a resident if their **entire cost of care** is paid under Supplemental Security Income (SSI), Minnesota Supplemental Aid (MSA), or Group Residential Housing (GRH now called Housing Support). However, if they receive income from another source, such as employment, and have to contribute to their rent or cost of care, you must give them a CRP.

### How to complete the CRP

For each qualifying resident, follow the instructions below when calculating lines 1 and 3 on the CRP:

1. Check the appropriate box on the CRP to indicate "Adult Foster Care."
2. On line B (above line 1), enter the amount of GRH payments you received on behalf of the resident.
3. Multiply the number of months, or fraction of months, the resident lived in the facility by \$780 (the assumed monthly rent for 2018, adjusted each year). Enter the result on line 1.
4. Multiply the amount from line 1 by 0.17 (the percentage of rent considered to be property tax). Enter the result on line 3.
5. Sign and date the CRP and include your phone number.

To obtain a CRP form and for more information go to the Minnesota Department of Revenue's website: [www.revenue.state.mn.us/Pages/default.aspx](http://www.revenue.state.mn.us/Pages/default.aspx). Here is the link to the form: [www.revenue.state.mn.us/Forms\\_and\\_Instructions/crp\\_18.pdf](http://www.revenue.state.mn.us/Forms_and_Instructions/crp_18.pdf).

## Adult Foster Care Providers Needed!

**When life gets difficult... can you help?** As a Washington County Adult Foster Care provider, *you can make a difference* in the lives of adults with a mental health diagnosis who are unable to live independently. Many choose to live in a family setting and simply need the support and stability of foster care to manage the demands of everyday life.

### Who needs care?

- Over 18 years old
- Individuals with a mental health diagnosis
- Need a safe, caring environment
- May be involved in programs during the day such as school, work, or organized day program
- May stay with you for a long time, but most are short-term

### What is adult foster care?

Licensed individuals or families provide adult foster care in their own home. The adults in care need a safe and supportive environment in which to thrive and learn independent living skills.

Please pass the word on so we can keep adults in local foster homes.

### OUR NEXT ADULT FOSTER CARE INFORMATIONAL MEETING:

**Mon., February 4**  
 6:00-8:00 p.m.  
 Washington County Government Center  
 14949 62nd St. N.  
 Stillwater

For more information call 651-430-8307.

## Washington County Adult Foster Care Staff

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**Shawna Carey**  
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**Becky Motzko**  
Supervisor  
651-430-6476  
[rebecca.motzko@co.washington.mn.us](mailto:rebecca.motzko@co.washington.mn.us)

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**Adult Foster Care Email:**  
[ComSvsAFCLicensing@co.washington.mn.us](mailto:ComSvsAFCLicensing@co.washington.mn.us)

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Visit us on the Washington County website at:  
[www.co.washington.mn.us/adultfostercare](http://www.co.washington.mn.us/adultfostercare)

## Licensing Unit's Mission

To enrich the lives of children and adults by promoting safe and quality licensed care.



Community Services  
14949 62nd St. N.  
P.O. Box 30  
Stillwater, MN 55082  
[www.co.washington.mn.us](http://www.co.washington.mn.us)

## REPORTING TO LOCAL AGENCY AFC PROVIDERS MUST CALL THEIR LICENSOR:

- Within five calendar days of any change in the regular membership of the household or caregiver's employment status;
- Within 24 hours after the occurrence of a fire that causes damage to the residence or requires the services of a fire department;
- Within 24 hours of the onset of any changes or repairs to the residence that require a building permit;
- Immediately after the occurrence of any serious injury or death of a resident. "Serious injury" means an injury that requires treatment by a physician;
- Within 24 hours of a change in health status of a caregiver that could affect the ability of the caregiver to care for a resident;
- Immediately upon diagnosis by a physician or health authority of a reportable communicable disease, of any resident, caregiver, or household member;
- At least 30 days before the involuntary discharge of a resident;
- Within seven days after the transfer or voluntary discharge of a resident.

## NEW WAY TO EARN AN HOUR OF TRAINING

Earn ONE training hour for reading the newsletter. Just answer these questions and send back to your licensor:

1. What are the two types of monitoring technology?
2. You don't have to contact your licensor if you use monitoring technology? True or False
3. When can you use monitoring technology?
4. What does CRP mean?
5. You don't have to give a CRP if your client is private pay. True or False
6. Who has to sign the consent to use monitoring technology?
7. You are allowed to install cameras in bathrooms if there is a specific client need. True or False
8. You have to call within 24 hours when you have a fire causing damage to the home. True or False
9. Mandated reporters only need to be trained once a calendar year. True or False
10. When do you have to call if you are making changes to your home which requires a building permit?

## ADULT FOSTER CARE PROVIDER TRAINING GROUP

Trainings are held at the Washington County Government Center in Stillwater unless noted differently.

### 2018-2019 Drug Trends

This training will discuss the signs to look for, how to report drugs if they are found, safety tips when you find narcotics or are exposed, tips on working with someone who is addicted, and community resources. There will also be an open discussion, a display with real drug paraphernalia that has been seized, and a display of narcotics so providers can see what they look like.

**Date:** Tues., March 26 • 6:00-8:30 p.m.

Future topics:

- Tues., May 28 • Topic to be determined
- Tues., July 23 • **Together for Youth: Growing Knowledge and Our Understanding of LGBTQ Perspectives**
- Tues., September 24 • **VA Mandated Reporter**
- Tues., November 26 • Topic to be determined